

***Amended 24 January 2005**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

**ARMY TECHNICIAN VACANCY ANNOUNCEMENT #05-009
*AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-037A**

Public Affairs Specialist

***R8358000S/F8083000A**

GS-1035-12/11

\$60,929 - \$79,205 pa

\$50,836 - \$66,085 pa

ANNOUNCEMENT DATE:

6 January 2005

CLOSING DATE:

23 February 2005

SELECTING OFFICIAL:

Director – Public Affairs

APPOINTMENT FEATURES:

**Excepted Service
Officer Grade**

POSITION LOCATION:

Public Affairs Office – JFHQ, Sacramento, CA

THIS IS AN INDEFINITE POSITION

POSITION WILL BE FILLED AT THE GS-12/11 LEVEL BASED UPON QUALITY OF EXPERIENCE.

SELECTEE MAY BE NON-COMPETITIVELY CONVERTED TO PERMANENT STATUS IF/WHEN POSITION BECOMES UNENCUMBERED.

This position is located in the State Headquarters of the California National Guard. The purpose of this position is to serve as the Public Affairs Specialist responsible for all Army and Air National Guard public, community and media relations programs within the state.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform

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including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

3. MILITARY GRADE AVAILABLE: OFFICER GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN OFFICER GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience in administrative, professional, investigative, technical, or other responsible work that demonstrates the applicants skill in written and oral communication, analytical ability, and ability to deal effectively with others.

b. **Specialized:** Must have 36 months specialized experience involving the writing of new materials to motivate others to follow or accept a certain course or concepts; experience that involved instructing others to understand information in a formal or structured setting such as classroom teaching, conducting training courses, or community organizing activities; experience that involved performing consulting duties to a program function where the applicant demonstrates to others the benefits of services provided, such as management analysis, etc.; and experience in any position that required skill in drawing conclusions from complex information, determining the sources of information, gathering, evaluating and interpreting data to arrive at conclusions.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields related to the type of work of the position. (i.e., public relations, journalism, information processing science, communications, English, composition or other course where primary emphasis is on communications and writing skills).

**TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED
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5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Skill in developing written materials to present concepts, ideas or positions in a clear and logical manner to achieve an understanding by all types of audiences.

b. Skill in explaining points of view in a structured setting, including giving impromptu presentations, and ability to adapt the presentation to control unexpected reactions.

c. Skill in drawing appropriate conclusions from conflicting data to include determining the kinds of information needed and developing new and specific ways of gathering and evaluating data for presenting conclusions and/or recommendations.

d. Skill in dealing with people having different interests and positions, to include establishing and maintaining effective work relationships with others representing opposing points of view, and ability to achieve understanding of the position through print and broadcast media.

***SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ARMY: 46A. ; *AIR: AFSC 35PX.**

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

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THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

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